

## TERMS & CONDITIONS

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
*Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is

<http://www.GSAAdvantage.gov>

**Schedule for:** Environmental Services

**Federal Supply Group:** 899 **Class:** F999

**Contract Number:** GS-10F-0614N

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at** <http://www.fss.gsa.gov>

**Contract Period:** September 25, 2007 through September 24, 2013

**Contractor:** DMG Four Corners Research, Inc.  
P.O. Box 1265  
Tularosa, NM 88352

**Business Size:** Small, Woman-Owned Business  
**Duns Number:** 012026782

**Telephone:** (575) 585-5566  
**Extension:**  
**FAX Number:** (575) 585-8413  
**Web Site:** [www.4cornersresearch.com](http://www.4cornersresearch.com)  
**E-mail:** [dawng@4cornersresearch.com](mailto:dawng@4cornersresearch.com)  
**Contract Administration:** Dawn Greenwald, President

## CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899-1, 899-1RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on

the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. **Maximum Order:** \$5,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic
5. **Point(s) of production (city, county, and state or foreign country):** Offices in Tularosa, Otero County, New Mexico, and Flagstaff, Coconino County, Arizona.
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See following price list.
7. **Quantity discounts:** None offered
8. **Prompt payment terms:** Net 30 Days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. **F.O.B Points(s):** Destination as specified on the Task Order
- 13a. **Ordering Address(es):** P.O. Box 1265, Tularosa, NM 88352
- 13b. **Ordering procedures:** See FAR 8.405-3
14. **Payment address(es):** P.O. Box 1265, Tularosa, NM 88352
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractors website or other location.) The EIT standards can be found at:** [www.Section508.gov](http://www.Section508.gov)
25. **Data Universal Numbering System (DUNS) number:** 01-2026782
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

## PRICING:

**SIN 899-1:** Environmental Planning Services and Documentation

**SIN 899-1RC:** Environmental Planning Services and Documentation, Recovery

Year 1 hourly billing rates in the following price list are effective from September 25, 2010, to September 24, 2013; these calendar dates apply to all subsequent years' rates.

Labor Category	Year 8 Hourly Rate: 9/25/10 to 9/24/11	Year 9 Hourly Rate: 9/25/11 to 9/24/12	Year 10 Hourly Rate: 9/25/12 to 9/24/13
Principal Investigator II	\$78.02	\$80.36	\$82.77
Principal Investigator I	\$58.66	\$60.81	\$63.04
Assistant Principal Investigator	\$45.84	\$47.22	\$48.64
Projects Manager/Projects Director II	\$78.02	\$80.36	\$82.77
Projects Manager/Projects Director I	\$47.80	\$49.55	\$51.36
Assistant Projects Manager	\$42.91	\$44.20	\$45.53
Field Supervisor	\$43.45	\$45.04	\$46.69
Crew Chief / Arch Technician II **	\$39.11	\$40.54	\$42.02
Crew Member/Arch Technician I **	\$31.21	\$32.35	\$33.53
Contract Administrator	\$38.04	\$39.18	\$40.36
Office Manager	\$43.89	\$45.21	\$46.57
Editor III	\$48.76	\$50.22	\$51.73
Editor II	\$43.89	\$45.21	\$46.57
Editor I	\$32.59	\$33.78	\$35.02
Quality Control	\$48.76	\$50.22	\$51.73
Draftsperson/Illustrator II **	\$37.06	\$38.17	\$39.32
Draftsperson/Illustrator I **	\$32.59	\$33.78	\$35.02
Graphics Specialist	\$48.76	\$50.22	\$51.73
GIS Analyst/Tech III	\$56.57	\$58.27	\$60.02
GIS Analyst/Tech II	\$48.76	\$50.22	\$51.73
GIS Analyst/Tech I	\$37.06	\$38.17	\$39.32
Laboratory Director	\$37.06	\$38.17	\$39.32
Lab Tech/Analyst II	\$37.06	\$38.17	\$39.32
Lab Tech/Analyst I **	\$34.13	\$35.15	\$36.20
Word Processing/Secretary I **	\$34.76	\$35.80	\$36.87
Word Processing/Secretary II **	\$29.26	\$30.33	\$36.68
Laborer **	\$24.87	\$25.62	\$26.39
Photographer III	\$58.52	\$60.28	\$62.09
Photographer II	\$42.91	\$44.20	\$45.53
Photographer I	\$34.13	\$35.15	\$36.20
Historic/Archival Studies III	\$68.27	\$70.32	\$72.43
Historic/Archival Studies II	\$48.76	\$50.22	\$51.73
Historic/Archival Studies I	\$38.04	\$39.18	\$40.36
Historic Archaeologist II	\$68.27	\$70.32	\$72.43
Historic Archaeologist I	\$48.76	\$50.22	\$51.73
Architectural Historian	\$74.12	\$76.34	\$78.63
Backhoe & Operator for Archeological Excavations	\$98.00	\$100.94	\$103.97

*\*\*Indicates Service Contract Act (SCA) eligible labor categories. See the SCA Matrix following the price list for additional information regarding these labor categories.*

<b>SERVICE CONTRACT ACT (SCA) MATRIX</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>Primary WD #</b>
Crew Member/Arch Tech I	30021-Archaeological Technician I	05-2512
Crew Chief/Arch Tech II	30022-Archaeological Technician II	05-2512
Draftsperson/Illustrator II	30062-Drafter/CAD Operator II	05-2512
Draftsperson/Illustrator I	30061-Drafter/CAD Operator I	05-2512
Lab Tech/Analyst I	30210-Laboratory Technician	05-2512
Word Processor/Secretary I	01611-Word Processor I	05-2512
Word Processor/Secretary II	01612-Word Processor II	05-2512
Laborer	23470-Laborer	05-2512

*The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*

### **LABOR CATEGORY DESCRIPTIONS**

<b>Labor Category</b>	<b>Position Description</b>
Principal Investigator II	Develops & implements research designs. Evaluates project data and writes synthetic report sections. Assures scientific validity of research conducted on projects. Develops & implements innovative and effective methodological & theoretical studies. Minimum Education/Years Experience: Ph.D. or equivalent experience / 8 years.
Principal Investigator I	Develops & implements research designs. Evaluates project data and writes synthetic report sections. Assures scientific validity of research conducted on projects. Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 5 years.

<b>Labor Category</b>	<b>Position Description</b>
Assistant Principal Investigator	<p>Assists the Principal Investigator in his tasks of writing, evaluating, and monitoring the progress and validity of project research.</p> <p>Minimum Education/Years Experience: M.S./ M.A. or equivalent experience / 3 years.</p>
Project Manager/Project Director II	<p>Coordinates &amp; manages all aspects of field research, data analysis, and project report writing. Coordinates with Principal Investigator to implement research design and plan of work. Schedules project resources and develops &amp; maintains budgets. Large-to-small, complex projects.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 6 years.</p>
Project Manager/Project Director I	<p>Coordinates &amp; manages all aspects of field research, data analysis, and project report writing. Coordinates with Principal Investigator to implement research design and plan of work. Schedules project resources and develops &amp; maintains budgets. Medium-to-small, complex &amp; uncomplicated projects.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 4 years.</p>
Assistant Project Manager	<p>Assists the Project Manager in coordination and management of fieldwork, data analysis, and project report writing. Assists in scheduling project resources.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 2 years.</p>
Field Supervisor	<p>Supervises all field tasks related to survey, testing, data recovery &amp; monitoring. Leads and supervises field crews. Completes or assigns completion of field notes, site forms, and other required forms and maps. Performs literature searches, and contributes to report writing.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 4 years.</p>

Labor Category	Position Description
Crew Chief/Arch Technician II	Supervises all field tasks related to survey, testing, data recovery & monitoring for one field crew. Completes or assigns completion of field notes, site forms, and other required forms and maps. Performs literature searches, and contributes to report writing. Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.
Crew Member/Arch Technician I	Performs field tasks related to survey, testing, monitoring & data recovery, under the direct supervision of the Crew Chief or Field Supervisor. Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 0.5 years.
Contract Administrator	Oversees project contracts, coordinating with the Project Manager/Project Director and Principal Investigator to implement the contract according to specifications. Authorizes project funds according to budget details. Minimum Education/Years Experience: M.A. or equivalent experience / 3 years.
Office Manager	Coordinates office services, such as personnel and other resources and maintains project files. Handles permits and repository agreements. Provides administrative support for projects under the supervision of Project Managers/Directors. Minimum Education/Years Experience: B.A. or equivalent experience / 2 years.
Editor III	Edits technical documents for consistency, clarity, and technical accuracy. Provides substantive editing to ensure additional accuracy and consistency. Some technical writing. Series editing. Minimum Education/Years Experience: M.A. or equivalent experience / 8 years.
Editor II	Edits technical documents for consistency, clarity, and technical accuracy. Provides substantive editing to ensure additional accuracy and consistency. Some technical writing. Volume editing. Minimum Education/Years Experience: B.A. or equivalent experience / 5 years.

Labor Category	Position Description
Editor I	<p>Edits technical documents for consistency, clarity, and technical accuracy.</p> <p>Minimum Education/Years Experience: B.A. or equivalent experience / 3 years.</p>
Quality Control	<p>Tracks project milestones and coordinates with Project Investigators and Project Managers/Directors that all data are complete, consistent with project goals, and of high quality. Reviews all project deliverables prior to submission.</p> <p>Minimum Education/Years Experience: B.A. or equivalent experience / 5 years.</p>
Draftsperson/Illustrator II	<p>Prepares clear, complete and accurate plans, maps, graphics, and drawings from rough or detailed sketches, data or notes for reports or other materials, according to specified dimensions by hand or by computer-aided software. Coordinates drafting tasks.</p> <p>Minimum Education/Years Experience: A.A. or equivalent experience / 2 years.</p>
Draftsperson/Illustrator I	<p>Prepares clear, complete and accurate plans, maps, graphics, and drawings from rough or detailed sketches, data or notes for reports or other materials, according to specified dimensions by hand or by computer-aided software.</p> <p>Minimum Education/Years Experience: A.A. or equivalent experience / 0.5 years.</p>
Graphics Specialist	<p>Designs and implements graphic tasks based on specifications from Principal Investigators and Project Managers/Directors. Proficient in graphics software and the digitization of data for presentation layouts.</p> <p>Minimum Education/Years Experience: A.A. or equivalent experience / 0.5 years.</p>
GIS Analyst/Tech III	<p>Provides GIS services in support of survey, testing, data recovery, CRM plans &amp; monitoring projects. Develops and maintains data-capture formats for project-specific requirements. Enables communication among different project-required formats &amp; maintains databases.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 5 years.</p>



Labor Category	Position Description
GIS Analyst/Tech II	Provides GIS services in support of survey, testing, data recovery, CRM plans & monitoring projects. Mapping & modeling. Data collection & analysis. Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.
GIS Analyst/Tech I	Provides GIS services in support of survey, testing, data recovery, CRM plans & monitoring projects. Primarily creation of field and data distribution maps. Minimum Education/Years Experience: A.A. or equivalent experience / 1 year.
Laboratory Director	Manages and supervises processing, cataloguing & analysis of artifacts, materials documentation and databases. Prepares samples for off-site analysis and prepares collections for curation. Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.
Lab Tech/Analyst II	Evaluates, classifies & records artifacts and attribute data according to research design, and writes analytical section of reports. Interprets analysis data. Coordinates with Principal Investigator and Project Manager/Director. Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.
Lab Tech/Analyst I	Processes artifacts for analysis and curation, and prepares field equipment for storage or field use, under the supervision of the Laboratory Director. May assist with artifact analysis under the supervision of the Analyst II. Minimum Education/Years Experience: Coursework toward B.A./B.S. / 1 year.
Word Processing/Secretary II	Responsible for maintaining & producing project- and task order-specific computerized forms and databases, as directed by the Office Manager. Minimum Education/Years Experience: B.A. or equivalent experience / 3 years.

Labor Category	Position Description
Word Processing/Secretary I	<p>Word processing of reports, tables, lists, bibliographic &amp; other materials under the supervision of the Office Manager. Also produces copies, stores all data, answers telephones, and assists in report production.</p> <p>Minimum Education/Years Experience: High school / 1 year.</p>
Laborer	<p>Performs non-professional tasks, as directed by the Crew Chief, Field Supervisor or Laboratory Director. Tasks may include brush removal, manual ditch digging, cleaning equipment, site set-up procedures, laboratory preparation work, and copying forms.</p> <p>Minimum Education/Years Experience: High School / 0 year.</p>
Photographer III	<p>Conducts photodocumentation in the field, with specialized equipment, such as the 4 × 5 format used for HABS/HAER recording. Processes film, and can provide accurate and high-quality product in a variety of layouts.</p> <p>Minimum Education/Years Experience: B.A. or equivalent experience / 6 years.</p>
Photographer II	<p>Conducts photodocumentation in the field using SLR and SLR digital cameras. Produces high-quality product in a variety of layouts.</p> <p>Minimum Education/Years Experience: B.A. or equivalent experience / 3 years.</p>
Photographer I	<p>Conducts photodocumentation in the field using SLR or SLR digital cameras. Produces high-quality product in standard format.</p> <p>Minimum Education/Years Experience: A.A. or equivalent experience / 1 year.</p>
Historic/Archival Studies III	<p>Conducts research of written records in libraries, museums, government facilities, and private collections for the purpose of gathering project-specific data. Compiles &amp; evaluates data and writes background literature/archival sections of reports or report volumes.</p> <p>Minimum Education/Years Experience: Ph.D. or equivalent experience / 8 years.</p>

Labor Category	Position Description
Historic/Archival Studies II	<p>Conducts research of written records in libraries, museums, government facilities, and private collections for the purpose of gathering project-specific data. Compiles &amp; evaluates data and writes background literature/archival sections of reports.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 5 years.</p>
Historic/Archival Studies I	<p>Conducts research of written records in libraries, museums, government facilities, and private collections for the purpose of gathering project-specific data.</p> <p>Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.</p>
Historic Archaeologist II	<p>Researcher and Field Supervisor who specializes in historic archaeology. Coordinates with the Principal Investigator and Project Manager/Project Director. Conducts fieldwork, analyzes historic artifacts, and writes reports on results/findings.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 5 years.</p>
Historic Archaeologist I	<p>Researcher and Field Supervisor who specializes in historic archaeology. Coordinates with the Principal Investigator and Project Manager/Project Director. Conducts fieldwork, analyzes historic artifacts, and writes reports on results/findings.</p> <p>Minimum Education/Years Experience: B.S./B.A. or equivalent experience / 3 years.</p>
Architectural Historian	<p>Identifies, evaluates &amp; documents historic architectural resources for HABS/HAER, as well as developing plans FOR mitigation. Provides evaluations of eligibility and nominations for listing to the NRHP.</p> <p>Minimum Education/Years Experience: M.S./M.A. or equivalent experience / 3 years.</p>

Labor Category	Position Description
Backhoe & Operator for Archaeological Excavations	<p>Supplies backhoe and modified bucket that are appropriate and safe for archaeological excavations, and a backhoe operator that is knowledgeable about site-safety (OSHA ) regulations, archaeological features, and how to avoid unnecessary damage to features and artifacts during the excavation process.</p> <p>Minimum Education/Years Experience: A.A. or equivalent experience / 1 year.</p>